

PAD 5-1/62  
7 May 1962

MEMORANDUM FOR: Executive Director, NPIC  
FROM: Chief, CIA/PAD(NPIC)  
SUBJECT: Departmental Work

1. In response to your request of 4 May 1962, a study of the departmental workload of CIA/PAD(NPIC) was accomplished.

2. This study covered the period from 30 April 1961 to 30 April 1962. During this period a total of 737 departmental projects have been completed against 831 projects received. On 30 April 1962 a total of 125 departmental projects were on hand. Over a year's period of time, approximately 34% of the workload has been against OPR-levied requirements, 32% against DD/P, 19% against OSI, and 21% against other components' requirements. Many of the projects for OPR are in support of the ESPA map program. These projects generally take less time, approximately 8 hours apiece, and thus have been weighted accordingly in arriving at the aforementioned percentages.

3. It would take 12.9 working days to complete the 125 projects now on hand. In the first four months of 1962, it took an average of 18 hours to complete a departmental project. This is equal to three days considering that only 75% of an analyst's time is devoted to straight project work. At present CIA/PAD(NPIC) has  working photo-interpreters (division and branch chiefs, and support and liaison staff personnel have not been included). Many of the 125 projects on hand are in active work or some work has been done on them; therefore, the figure of 12.9 working days could be cut to perhaps seven or eight days. *240 man-days*

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4. This study does not consider the 30 national projects presently carried by CIA/PAD(NPIC) or inputs of new requirements. These considerations are the subject of a previous memorandum to you.

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CIA/PAD(NPIC)  (7 May 62)

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Approved For Release 2002/06/14 : CIA-RDP81T00990R000100050012-5

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